



Government Operations Committee

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<https://www.cortlandcountyny.gov>

~ Agenda ~

Tuesday, October 8, 2024

11:00 AM

Room 302

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m0da31a5140a20170c0b287e03ee4f604>

Tuesday, October 8, 2024 11:00 AM | 1 hour | (UTC-04:00) Eastern Time (US & Canada)

Meeting number: 2341 460 7986

Password: pxBZDevu937

Join by phone

+1-415-655-0001 US Toll

Access code: 234 146 07986

CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Committee Member Douglas Bentley	☐	☐	☐	
Committee Member Paul Heider	☐	☐	☐	
Committee Member Dominick Mantella	☐	☐	☐	
Committee Member Kris Valentine Behnke	☐	☐	☐	
Committee Member Eugene Waldbauer	☐	☐	☐	
Committee Vice-Chair Mitchel Eccleston	☐	☐	☐	
Committee Chair Joseph Nauseef	☐	☐	☐	

MINUTES

1. Government Operations Committee - Committee Meeting - Sep 17, 2024 8:00 AM

RESOLUTIONS

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 1

Amend Pre-Employment Background Investigation Policy

WHEREAS, the Cortland County Legislature adopted the Cortland County Pre-Employment Background Investigation Policy on 7/28/2016; AND

WHEREAS, there is a need to make changes to said policy due to the enactment of the Clean Slate Act; NOW THEREFORE BE IT

RESOLVED, that the plan will be amended effective November 16, 2024 to include required provisions set forth by the Clean Slate Act.

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 2

Authorize Amendments Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees

WHEREAS, the Management Compensation Review Committee has reviewed the Employment Policy Manual for Departments Heads, Management Employees and Management/Confidential Employees; AND

WHEREAS, the committee has identified several amendments to the language of the document which are necessary to clarify existing practices and to provide Management employees with benefits that are at least equal to union employees' benefits; AND

WHEREAS, these language changes do not change anything in the existing salary grade plan; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the language amendments to the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees as attached effective January 1, 2025.

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 3

Adopt Local Law "E" of 2024 - a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office

WHEREAS, said Local Law has been in its final form upon the desks of the members of the Legislature at least seven (7) calendar days, exclusive of Sunday, prior to this date; AND

WHEREAS, a public hearing thereon has been held before this Legislature after publication of notice thereof as legally required; NOW THEREFORE BE IT

RESOLVED, that Local Law "E" for the year 2024 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law; AND BE IT FURTHER

RESOLVED, that, as this local law is subject to permissive referendum, the Clerk of the Legislature shall cause an abstract of this local law to be published in the County's official newspaper at least once a week for two successive weeks, the first publication of which shall be had within ten days after the local law is adopted; NOW THEREFORE

BE IT ENACTED by the Legislature of the County of Cortland, as follows:

SECTION 1. **LEGISLATIVE INTENT**

The County Legislature hereby states the intent of this local law is to preserve the integrity of the Management Compensation Plan, the goal of which is to treat all employees equally by maintaining grade level salary increments attached to years of service to the County. It is therefore necessary for the County Legislature to extend by local law the same increase in salary for those County officers elected or appointed for a fixed term, in compliance with New York State County Law §201, as has been previously adopted pursuant to the amended Grade and Step Schedule for Management Confidential Employees through Cortland County Local Laws.

SECTION II.

The Cortland County Employment Policy Manual for Department Heads, Management and Management/Confidential Employees includes a Grade and Step Schedule, with salary increments tied to grade levels and years of service. Certain officers are excluded pursuant to New York State County Law §201, as the salary of any officer elected or appointed for a fixed term may only be increased by local law subject to permissive referendum as provided for in Municipal Home Rule Law §24(2)(h).

SECTION III.

The same rate of annual salary increase for fiscal year 2025 extended to Cortland County Management and Management/Confidential Employees through the modification of the Grade and Step Schedule, shall be provided to those officers elected or appointed for a fixed term, during their term of office. The annual salary of said officers elected or appointed for a fixed term, during their term of office, is to be adjusted and paid over the balance of the 2025 calendar year, upon the effective date of this local law.

This Local Law shall function to increase the salary of the following officers elected or appointed for a fixed term, during their term of office:

Elected officers include:

County Clerk
County Coroner(s)
County Sheriff

Officers appointed for a fixed term include:

Clerk of the Legislature
County Attorney
Public Defender
Veteran's Services Officer
Commissioner of Social Services
Highway Superintendent
Personnel Officer
Public Health Director
Real Property Tax Services Director

SECTION IV:

This local law is subject to permissive referendum and shall not take effect until at least forty-five (45) days after its adoption as provided for by Municipal Home Rule Law §24.

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 4

Adopt Local Law "F" of 2024 - a Local Law Setting the Salary of Cortland County Election Commissioners

WHEREAS, said Local Law has been in its final form upon the desks of the members of the Legislature at least seven (7) calendar days, exclusive of Sunday, prior to this date; AND

WHEREAS, a public hearing thereon has been held before this Legislature after publication of notice thereof as legally required; NOW THEREFORE BE IT

RESOLVED, that Local Law "F" for the year 2024 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law; AND BE IT FURTHER

RESOLVED, that, as this local law is subject to permissive referendum, the Clerk of the Legislature shall cause an abstract of this local law to be published in the County's official newspaper at least once a week for two successive weeks, the first publication of which shall be had within ten days after the local law is adopted; NOW THEREFORE

BE IT ENACTED by the County Legislature of the County of Cortland as follows:

Section I:

Pursuant to Election Law §3-208, each Cortland County Election Commissioner shall receive an equal annual salary, to be fixed by the County Legislature.

Section II:

The annual salary for each Cortland County Election Commissioner shall be increased from \$57,528 to \$59,254 for fiscal year 2025 and paid over the balance of 2025 calendar year, upon the effective date of this local law.

Section III:

This local law is subject to permissive referendum and shall not take effect until at least forty-five (45) days after its adoption as provided for by Municipal Home Rule Law §24.

MONTHLY REPORTS

1. October 2024 Vacancy Report
2. County Attorney Office Monthly Report
3. Weights & Measures Monthly Report
4. County Clerk - Monthly Report (September Activities - August Financials)
5. Clerk of the Legislature Committee Report
6. September FOIL Report
7. Board of Elections Monthly Report

DISCUSSION ITEMS

ADJOURNMENT